

***DEAN, COLLEGE OF ENGINEERING, ARCHITECTURE  
AND TECHNOLOGY  
Oklahoma State University  
Stillwater, Oklahoma***



The Board of Regents for Oklahoma State University invites nominations and applications for the position of Dean, College of Engineering, Architecture and Technology. The Dean reports to the Provost and Senior Vice President for Academic Affairs.

Oklahoma State University, with a 130-year history, is one of the nation's leading land-grant university systems. The OSU System has more than 34,000 students, 7,400 employees, and campuses located in Stillwater, Tulsa, Oklahoma City and Okmulgee. Exceptional strengths in the sciences, engineering, agriculture, business, and the humanities are distinguishing features of the University.

The [College of Engineering, Architecture and Technology](#) (CEAT) includes the oldest and largest ABET accredited engineering, engineering technology, and architecture programs, in Oklahoma. The three major curricular areas relate in a synergistic way and provide an unusually broad range of instructional, research and extension programs. This combination of Engineering, Architecture and Technology programs within a single college is unique in the nation and facilitates distinctive and collaborative opportunities between the units and college. With an enrollment of almost 3,260 undergraduate and 614 graduate students, the college offers bachelor's degrees in engineering, architecture, and engineering technology. Master's and doctoral degrees are offered in engineering, engineering technology, emergency management, and material science. All undergraduate programs are accredited with ABET or NAAB at the program level. Undergraduate and graduate level academic programs are offered on the main campus in Stillwater, at the OSU-Tulsa campus and online.

Many of Oklahoma's and the nation's leading companies are led by alumni of OSU's engineering, architecture and technology programs. The southern plains are built on the innovation, design skills and training of our graduates.

OSU graduates are creating a new future in aerospace, energy, sustainability, manufacturing, research, data utilization, tools for better health, and design. Innovation and interdisciplinary efforts in these areas, along with entrepreneurship, will define the practical education of the next generation.

With 46 endowed chairs and professorships and [state-of-the-art world-class facilities](#), including [ENDEAVOR](#), [EXCELSIOR](#) and [the Zink Center for Competitive Innovation](#), the college is poised to embark on a new era of excellence in education and engagement in discovery and innovation with broad impact through extramurally funded federal, state and industry based grants, contracts and innovation activities.

CEAT offers over \$3 million in scholarships each year from donors who support our students to ensure their success in becoming a community of scholars, innovators and leaders who are changing the world. The preparation of professionals that anticipate the needs of a changing world is at the nexus of society, economy, ethics, sustainability and humanity. Further information about the programs and uniqueness of the College of Engineering, Architecture and Technology can be found at <https://ceat.okstate.edu>.

[Oklahoma State University](#) has a rich history of institutional success and growth. OSU has graduated more than 264,000 students to serve the state of Oklahoma, the nation and the world. Over the past two

years, President Kayse Shrum and Provost and Senior Vice President Jeanette Mendez – OSU’s transformational leadership team -- have taken steps to advance the institution further with the development of a strategy for the next era of OSU. The [university system strategy](#) has a focus on OSU becoming the nation’s preeminent land-grant institution. The CEAT Dean will lead the execution of this vision for their respective college and will have the opportunity to shape the future success of OSU as well as ensure imperatives are achieved. As part of the strategy, the Dean will also assist in identifying key areas where OSU can make a difference in solving societal problems, be student-centric, with a focus on providing each student with a thoughtful set of competencies to prepare them for life after graduation.

*RESPONSIBILITIES:* The Dean of the College of Engineering, Architecture and Technology is responsible for advancing excellence and innovation in all facets of the College including disciplinary and interdisciplinary academic, research and extension programs; philanthropic development of resources; multi-faceted planning including aligning the college with the OSU strategic objectives; faculty recruitment and retention; faculty and staff development and recognition; student recruitment including K-12 STEM-related programs, enrichment and recognition; inclusive excellence; accountability standards; accreditation, financial management; facilities expansion; resource development and allocation; stewardship; alliances with various constituents of the College and University; and marketing the distinctive “signature” of the College. The Dean is accessible to all stakeholders, is collaborative, and is a compelling advocate and spokesperson for the College and the University.

*QUALIFICATIONS:* Candidates should have demonstrated intellectual leadership that inspires others; innovative and strategic management skills; a strong belief in the role and mission of a land-grant university; a broad knowledge of higher education; an understanding of scholarship and the value of interdisciplinary collaboration; an understanding of the issues and opportunities in education, research and extension impacting on the College; an ability to create and support opportunities and alliances that advance the College; a demonstrated capacity to work effectively and build consensus with faculty, students, and leaders at OSU and other educational agencies and institutions; evidence of an ability to promote research and scholarly activity; evidence of an ability to lead a fundraising campaign and attract and manage external funding.

Required qualifications include an earned doctorate or appropriate terminal degree, as well as a record of scholarly achievement in research, teaching, and extension that will meet qualifications for tenure and rank of professor in a discipline in the college and membership on the Graduate Faculty; and a minimum of four years of recent administrative experience in engineering, architecture or engineering technology education at a comprehensive research university, or the equivalent; and the ability to work and communicate effectively with all the publics served by the College. In addition to these proven administrative skills, candidates should possess a demonstrated record of promoting ethical behavior and social responsibility, as well as a demonstrated commitment to shared governance, transparency, and academic freedom.

*SALARY:* Commensurate with qualifications.

*BEGINNING DATE:* As soon as possible following acceptance of position.

*APPLICATION:* The Division of Academic Affairs has a strong commitment to the well-being and development of all populations. While applications will be accepted until a successful candidate has been identified, interested parties are strongly encouraged to submit their materials no later than

Monday, November 27, 2023, to receive optimal consideration. Review of materials will continue until a successful candidate is identified.

Applications (letter of interest, curriculum vitae, and the names, addresses, E-mail addresses, and telephone numbers of five references) must be submitted online at [Jobs.okstate.edu](https://jobs.okstate.edu), **and** to:

Martin M. Baker, Managing Partner  
Buffkin / Baker  
[martin@buffkinbaker.com](mailto:martin@buffkinbaker.com) | 336-721-9100

*Oklahoma State University, as an equal opportunity employer, complies with all applicable federal and state laws regarding non-discrimination and affirmative action. Oklahoma State University is committed to a policy of equal opportunity for all individuals and does not discriminate based on race, religion, age, sex, color, national origin, marital status, sexual orientation, gender identity/expression, disability, or veteran status with regard to employment, educational programs and activities, and/or admissions. For more information, visit [eoo.okstate.edu](https://eoo.okstate.edu).*

## **POSITION DESCRIPTION**

### **I. TITLE**

Dean, College of Engineering, Architecture and Technology, Oklahoma State University

### **II. AUTHORITY**

Under the direction of President and the Provost and Senior Vice President of the University, the Dean serves as the chief academic, business, and fiscal officer of the College and works regularly with the University vice presidents and with the deans of the other colleges. Major functions include working with faculty to formulate and implement policies, establishing and overseeing the organizational structure of the College, developing, and allocating resources, representing the College and the University in relevant on- and off-campus matters to its constituents, and developing relationships and securing external financial support in coordination with the OSU Foundation.

The Dean has the responsibility for all activities within the College of Engineering, Architecture and Technology and has commensurate authority for performing the duties of the office as determined by the Provost and Senior Vice President. While appropriate duties and proportionate authority may be delegated to others, the Dean may neither delegate nor relinquish responsibility for results.

### **III. MAJOR RESPONSIBILITIES**

It is essential the Dean provide strong, ethical, engaged, and forward-looking participatory leadership in relations with people-individuals and groups, both internally and externally. Effective two-way communications must be carried on continuously among and between people involved in the planning, developing, implementing, evaluating, reporting, and promoting of the programs in the College and the University. Such effective two-way communication also must be carried out with other units and administrative components of the University. This genuine and persistent need for such communication exists both internally with the administrators and faculty within the College and the University, and externally with many agencies, special interest groups and the public.

#### **A. Duties Related to Leadership and Management:**

1. Leads the faculty and staff in the development of long- and short-range plans and objectives for the College, along with necessary policies and programs for achieving those objectives.
2. Understands trends in engineering, architecture and engineering technology education, research, extension, and facilitates initiatives to respond to mission related opportunities.
3. Devotes significant energy promoting external relations and allocates the time and effort necessary to obtain substantial external funding to enhance the College.
4. Provides leadership in the preparation and review for the accreditation of engineering, engineering technology and architecture programs.
5. Establishes faculty and staff requirements for the instructional, research and extension programs for the College, and oversees faculty and staff development programs.

6. Effectively leads associate and assistant deans, department and school heads, and directors of the College. Selects, when necessary and with appropriate faculty counsel, incumbents for these positions. Approves recommendations for faculty and staff employment, promotion, salary adjustment and termination, subject to final approval by the Provost, President, and the Board of Regents. Demonstrates a commitment to achieving community advancement.
7. Prepares, in conjunction with faculty and staff, salary and non-salary budgets for instruction, research and extension activities within the College, allocates funds to each function, and monitors the use of such funds. Works diligently to ensure a strong financial position for the College.
8. Assures accurate fiscal records are maintained relative to all grants and contracts and to the apportionment and expenditure of such funds.
9. Seeks, in conjunction with faculty, grants, contracts, and donations from extramural sources for the improvement of the programs within the College.
10. Provides leadership in student recruitment and in providing an environment for students that results in improved student success outcomes.
11. Develops alignment of CEAT's strengths and contributions to OSU's strategic plan.

B. Duties Related to Instruction, Research and Extension

1. Demonstrates and enhances a climate of academic excellence in all programs within the college.
2. Directs the supervision and coordination of the instruction, research, and extension activities within the College.
3. Reviews and approves policies and programs relative to instruction, research, and extension activities within the College.
4. Works collaboratively with academic deans campus-wide to encourage and facilitate interdisciplinary programs.
5. Promotes and encourages faculty and staff development designed to enhance the quality of instruction, to maintain and stimulate research in areas related to the mission of the University and of the College, and to improve the quality of extension services.

C. Duties Related to Public Service

1. Represents the College and the University by participating in the activities of appropriate professional, technical and civic organizations.
2. Represents the College and the University in discussion of those public issues which are related to expertise found within the College.

D. Other Duties as Deemed Appropriate.

#### **IV. QUALIFICATIONS**

- A. Demonstrated ability to inspire others to excellent, effective, and creative performance, to relate to people, to manage funds, to generate resources for use by the College and to delegate responsibilities and authority generously and wisely.
- B. Demonstrated history of promoting ethical behavior and social responsibility, and the capacity to lead, work, and communicate effectively with faculty, students, alumni and leaders in business, government, and other educational agencies and institutions.
- C. Demonstrated ability to lead a fundraising campaign, develop relationships, and attract and manage external funding in cooperation with the OSU Foundation.
- D. Demonstrated knowledge of the operations, role and mission of a major land-grant, comprehensive research ranked university and the operations of a large and significant college.
- E. Minimum of four years of recent administrative experience in engineering, architecture, or engineering technology education at a comprehensive research university with major responsibilities for a program in one or more divisions or departments usually found in colleges of engineering, architecture or engineering technology.
- F. Willingness and an ability to take responsible risks, innovate, and make decisions in accord with appropriate faculty counsel and sometimes prior to the acquisition of complete information.
- G. Earned doctorate or an appropriate terminal degree, along with an outstanding record of scholarly achievement in research, teaching, and extension that qualifies the individual for a tenured appointment at the rank of professor in one of the College's academic units.
- H. Demonstrated ability to communicate effectively with others.

#### **V. PROFESSIONAL DEVELOPMENT**

The Dean of the College should pursue a course of action designed to enhance all aspects of professional responsibilities. Such activity should include participation in state, regional, and national professional groups; preparation of papers for journals and for delivery at professional meetings; engagement in independent study, travel and/or consultation with colleagues in other educational and professional enterprises related to the established mission of the College of Engineering, Architecture and Technology.

*Approved by the OSU/A&M Board of Regents, September 8, 2023.*